Technical Update LLS-2012-02

March 12, 2012

New Lender/Lender Servicer Loan Exit Counseling Report Delivery

This information is intended for the person in your organization who is responsible for working with the National Student Loan Data System (NSLDS). Please ensure the appropriate person receives this update.

Introduction

The Loan Exit Counseling Reports listed below have transitioned from the Report List to the Web Report List under the Report Tab on the NSLDS Professional Access Web site. This move provides more options for how the loan exit counseling data may be downloaded.

- EXTCD2 – Loan Exit Counseling Summary by Date
- EXTCS2 – Loan Exit Counseling Summary by SSN
- EXTC02 – Loan Exit Counseling Completion (previously Exit Completion Results)

Enhancements to the Web Report List

The three Loan Exit Counseling Reports are now available from the Web Report List under the Report Tab on the NSLDS Professional Access Web site. The options for how the loan exit data may be received have been expanded. Previously, all three reports were only available to Lender/Lender Servicer Users through the Student Aid Internet Gateway (SAIG).

Lender/Lender Servicers may now request the **EXTCD2** and **EXTCS2** reports in the following formats:
- PDF – Selecting the Output Medium of PDF allows the requestor to quickly view the results as an Adobe PDF report.
- PDF & SAIG – Report may be viewed as a PDF and will also be sent via the SAIG to be retrieved from the user's SAIG Mailbox.
- SAIG – User will receive the processed data in the SAIG Mailbox associated with the User ID that requested the report.
- XLS - Selecting the Output Medium of XLS allows the requestor to quickly view the results as an Excel report.
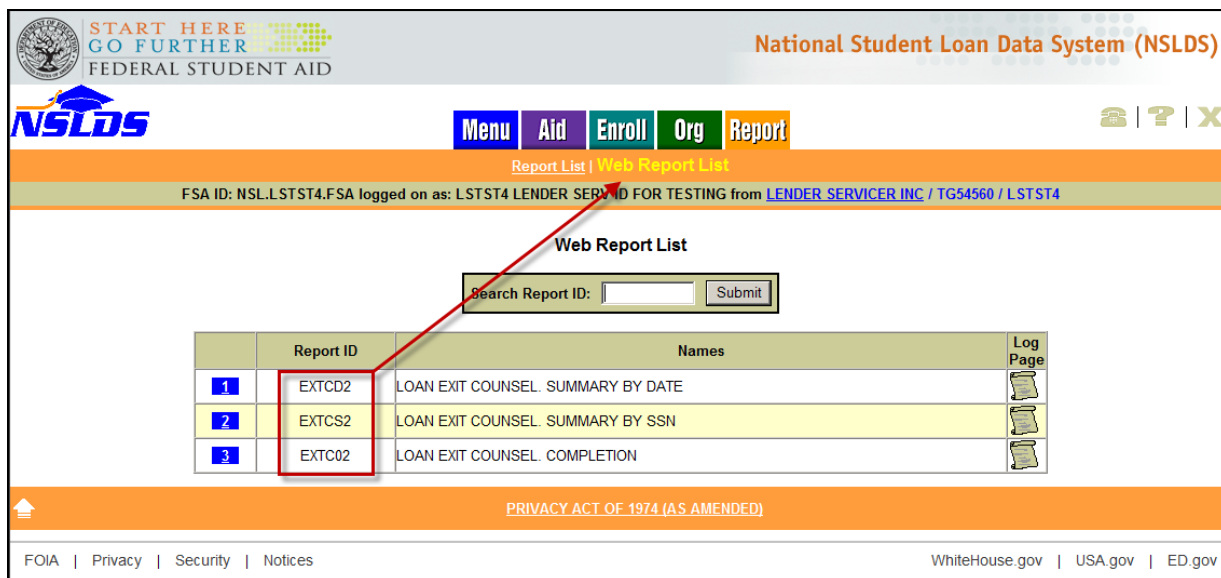
- XLS & SAIG – Report may be viewed as an output Excel file and will also be sent via the SAIG to be retrieved from the user's SAIG Mailbox.

Note: In order for the Excel spreadsheet to display, the user must first properly configure his or her Internet Explorer's Web browser. Under **Tools**, **Internet Options**, select the **Security** tab. Select the **Internet** zone's **Custom** level option located under the **Security level for this zone** box. Under **Settings**, scroll to **Downloads** and select **Enable** for **Automatic prompting for file downloads**.

The **EXTC02** detailed report is now available for output through the SAIG or XLS. These new output options align the Loan Exit Counseling reports with the same options that are currently available for TEACH Grant Exit Counseling reports.

Report Tab – Web Report List – Loan Exit Counseling Reports

EXTCD2 and EXTCS2 New Output Options

A sample of the pre-formatted Summary report sent through the SAIG is outlined below:

EXTC02 Output Options

The updated *NSLDS Loan Exit Counseling Extract Record Layouts for Lenders and Lender Servicers* is available on the NSLDS Record Layouts page of the Information for Financial Aid Professionals (IFAP) Web site. The record layouts themselves have not changed; the only change is to the description of the location of the reports on the NSLDS Professional Access Web site.

Reminder: Users receiving reports via the SAIG that contain students' personally identifiable information (PII) must take all necessary precautions to ensure the sensitive data is not inappropriately exposed or shared.

If you have any questions, please contact the NSLDS Customer Support Center at 800/999-8219 or by e-mail at NSLDS@ed.gov.